



St. Francis Convent/Franciscan Shore – Job Posting

Position: Maintenance Mechanic

We are looking for an experienced Maintenance Mechanic to join our Team! We are an assisted living facility on Lake Drive in St. Francis, WI. The ideal candidate will be compassionate and driven to help us provide outstanding customer service and care that St. Francis Convent/Franciscan Shore is known for. We value the contributions of every team member, and we're dedicated to creating a positive, productive, and professional environment where all are empowered to grow and thrive.

We promote the Franciscan Values that are integral to the Mission of the Sisters of St. Francis of Assisi, namely, building a caring community, showing compassion, peacemaking, and reverencing all creation.

Position Summary: Under the direction of the Facilities Director, the Maintenance Mechanic is responsible for repairing and maintaining systems, and equipment, in St. Francis Convent/Franciscan Shore, including the homes of the Sisters that live throughout the Milwaukee area.

Requirements:

- A minimum of 3 years of experience in repairing and maintaining equipment such as feedwater, condensate pumps, circulators, air compressors, HVACR controls, and household appliances such as a vacuum cleaner, washer, dryer, plumbing fixtures etc.
- Experience working in an assisted living facility or similar environment is preferred.
- Excellent customer service skills with a friendly, helpful attitude.
- Basic electrical knowledge pertaining to wiring, controls and circuits.
- Pipe-fitting knowledge.
- Ability to use hand tools and power tools.
- Ability to comprehend basic mechanical terminology used in HVACR trade.
- Ability to communicate effectively and professionally with Sisters, residents, and staff.
- Excellent driving record.
- Have a passion for working with elders.
- Works well in a team environment.
- Must be able to regularly lift and/or move up to 50 pounds.
- Local travel is required (homes of the Sisters in the local community).

Responsibilities:

- Performs routine maintenance tasks such as plumbing, basic electrical repairs, HVAC checks, and other equipment maintenance.
- Performs scheduled maintenance per planned maintenance procedures on assigned equipment.
- Performs unscheduled maintenance as necessary to minimize downtime of systems.
- Promptly reports any inoperative, unsafe, or malfunctioning equipment to the Facilities Director.
- Completes all planned maintenance procedures, work requests and documents work performed on equipment.
- Maintains and repairs household appliances such as a vacuum, washer, dryer, furnace, boiler, air conditioning, plumbing fixtures etc.
- Responds to work orders of residents and of Sisters in the community.



- Assists with the preparation of resident rooms for new occupants (painting, moving furniture etc.).
- Performs work in compliance with regulations, safety standards and the organization's policies and procedures.
- Works closely with nursing, housekeeping, and leadership teams to minimize disruption to resident care.
- Ensure compliance with healthcare regulations, and facilities policies and procedures.
- Responds to maintenance emergencies as needed.
- Train new hires on maintenance procedures as directed by the Facilities Director.
- Assists the Facilities Director with projects when necessary.
- Other duties as assigned.

Details:

Openings: 1 full-time opening, 40 hours per week

1st Shift, Hours 7:00 am – 3:30 pm

Pay Rate: \$22-\$25/hour